

**Department:** Community Services

**Job Title:** Curator, Natural Life (Botany)

**Post Number:** 374CS

**Service:** Environment and Heritage

**Grade:** 10 (£25,497 - £28,638)

**Base/Location:** Holly Hayes Environment and Heritage Resources Centre, Birstall and Collections Resources Centre, Barrow upon Soar. The post holder will be required to travel and work throughout the county as appropriate.

**Responsible To:** Senior Curator, Natural Life

**Responsible For:** Temporary contract staff including for externally-funded projects, student placements, work placements, volunteers.

**Liaison With:** Service users, other Community Services and County Council staff, natural history organisations, other museums, special interest and community groups.

**Job Purpose:-**

1. To be a major source of natural life collections-based expertise for Leicestershire County Council with special interests in botany (including lower plants), contributing to interpretation, access to collections, and outreach as appropriate and leading on Natural Life collections care.
2. To work with conservation, curatorial, education, outreach and other staff in Environment & Heritage to ensure the effective management, storage, documentation, display and interpretation of collections in accordance with the requirements of Accreditation, the Collections Development Strategy, Interpretation Strategy and Collections Management and Acquisitions and Disposals policies. (Currently under review).

**MAIN DUTIES AND RESPONSIBILITIES:**

**Customer Services**

1. Ensures that the needs of customers, including the special needs of people with disabilities and other access requirements, are met according to agreed procedures.

2. Shares in the advisory work of museums in relation to collections and information sources and to respond to enquiries and performance indicators as requested by customers.

3. Participates in the formal and informal educational and public relations programmes, including lectures (and conferences), informal talks, media activity, holiday activities, open evenings, and special events.

4. Participates as required in the planning, production and evaluation of temporary and long-term displays and exhibitions, associated literature and virtual access.

5. Co-ordinates the activities of volunteers.

6. Ensures that Museums Collections Accreditation standards are met and maintained and acts as the advocate for the botany collections.

### **Maintaining and using the Resource Base**

1. Works on the acquisition, conservation, documentation and storage of collections relating to the natural environment and makes those collections available in a variety of ways, including outward loans.

2. Leads on the display and interpretation and wider public understanding of the botany collections and supports the same for the wider Natural Life collections, as agreed.

3. Maintains all appropriate records and data relating to the botany collections, including inward and outward loans in accordance with agreed procedures.

4. Organises and maintains appropriate storage and retrieval systems for the botany collections (and object history files) and information (including location and accession information) using Mimsy XG (including the associated library) as appropriate.

6. Arranges for the proper care and conservation of botany collections both at the Collections Resources Centre and on wider display.

7. In liaison with conservation staff and Natural Life team members lead on monitoring the maintenance, conservation care and Health and Safety aspects of collections at the Collections Resources Centre and items on display

8. Carries out relevant Leicestershire research work on collections or in other approved fields and participates in relevant Leicestershire field research, recording, collecting and publications, as agreed.

9. Contributes to and updates botany collections information on service websites and digital formats

## **Management Functions**

1. Contributes to the planning and organising of the Natural Life collections work of museums as agreed.
2. Plans, organises, controls and reviews the work of support staff and volunteers within agreed guidelines and in accordance with the County Council's employment, Health and Safety and equal opportunities policies.
3. Manages delegated budgets and resources appropriate to the level of responsibility and according to Departmental requirements and financial regulations and will be responsible for placing orders with relevant suppliers as agreed.
4. Ensures proper records are kept and procedures followed in respect of any part of equipment inventory for which responsibility is allocated.
5. Participates in team and other meetings.
6. Participates in the training of support staff, museums assistants, visiting students, volunteers and others.
7. Co-ordinates and project manages relevant curatorial projects.

### **Other duties:**

If appropriate, the post-holder is encouraged to act as an official curatorial advisor to an independent museum within the county.

The post involves weekend and evening work.

Other duties relevant to the level of responsibility of the post as allocated by the Senior Curator, Natural Life, Principal Curator, Leicestershire Life, Head of Museums, Head of Environment and Heritage Services, or the Director of Community Services.

### **SPECIAL FACTORS :**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

- (d) Subject to review, the post will attract a casual user car allowance, and the post holder will be required to possess a valid driving licence.

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

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	<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
<u>Qualifications</u> Degree or equivalent demonstrable knowledge in a botanical subject or with high botanical content Museums or Heritage qualification or at least two years proven experience in a museum or heritage/environmental setting Project Management training	√  √	  √	App App App
<u>Experience in</u> Proven experience in museum, university or related collections based post. Team building, interpersonal and organisational skills	√  √		App  Int.
<u>Knowledge of</u> Botanical (including lower plants) collections Natural Life collections Museum/collections procedures Botany (including lower plants) relevant to Leicestershire COSHH and health and safety issues relating to collections care	√  √ √ √	  √	Int. Int. Int. Int/Pre App/Int
<u>Skills in</u> Excellent communication and presentation skills ICT including willingness to train Time management and organisational skills Equal opportunities in both employment and service delivery and personal understanding of the value of diversity in educational setting.	√  √ √ √		Int/pre  Int Int Int
<u>Motivation for</u> Public service. Increased community engagement and access Enthusiastic communication of heritage values and benefits.	√  √ √		Int. Int. App/Int/Pre

<b>MANAGEMENT COMPETENCIES Demonstrate behaviour as defined in the Authority's management competency framework as a Level 1 Manager. Criteria relevant for this post are outlined below</b>			
Manages time effectively to ensure tasks are completed and deadlines are met	√		App/Int
Keeps up to date with new developments in their field of expertise	√		App/Int
Challenges behaviour and attitudes which are contrary to LCC values and takes appropriate action	√		App/Int
Communicates effectively with individuals and with groups of all sizes	√		App/Int
Shares own knowledge, learning and experience to help the team achieve its objectives	√		App/Int
Sets challenging/realistic targets/objectives for individuals and conducts regular performance reviews	√		App/Int
Holds regular output-focused team meetings to inform and review performance	√		App/Int
Fosters team working by recognising and using the diversity of individuals in a collaborative way to achieve results	√		App/Int
Deals with people as individuals, treating them with fairness, dignity and respect	√		App/Int
Creates plans that detail clear objectives and links with other associated plans and priorities for own area of responsibility	√		App/Int
Ensures customer service standards are maintained at all times	√		App/Int
Understands and responds to what internal/external customers need and expect	√		App/Int
Shares examples of successful ideas/initiatives and publicises them across other teams	√		App/Int
Resolves problems at the earliest/most appropriate stage	√		App/Int
Builds relationships to achieve results with individuals and teams outside of own area of responsibility	√		App/Int
<u>Attitude and Temperament</u>			
Tact, diplomacy	√		Int.
Good team working.	√		Int.

Self-motivated.	√		Int.
Organised.	√		Int
<u>Appearance &amp; Health</u>			
Appearance acceptable to internal and external customers	√		Int.
Capable of fieldwalking, walking, outdoor work	√		Int.
Capable of working with biological materials and storage materials that can cause allergies in some people	√		Int.
Acceptable attendance record	√		
<u>General Circumstances</u>			
Ability and willingness to work non-standard hours	√		Int.
Valid driving licence and access to own method of transport	√		App
NB – A reasonable adjustment will be considered for a candidate with a disability			
<u>Factors not already covered</u>			
<b>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</b>	√		

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)